

SUBSTITUTE EMPLOYEE CALL LOG

SCHOOL: _____

LOCATION CODE: _____

SEMS Telephone No.: 1-866-878-7188

SEMS Help Desk No.: 1-213-241-7863
Available 6:30 – 9:30 am

ASSIGNMENT TECH NAME: _____

TELEPHONE NO.: _____

REASON CODE: 1–Illness 2–Personal Necessity 3–Bereavement 4–Industrial Injury 5–Jury Duty 7–Personal Emergency

Name of Absent Employee	Employee Number	Date of Absence	Start/End Time	Reason Code	Job No.	Time/Date Of Call	Name of Sub Sent	Sub Emp. Number
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					
		____ to ____	____ to ____					

Managers must call their Area Food Service Supervisor for personal absence.

FSB 38.33 (revised 11/04)